

Supervisor: Saving Data

It is recommended that you save data often to ensure that entered data is not lost. Please follow the instructions below to “Save” data that is entered into the MiTEAM Fidelity Web Application.

From any section of the Survey Page:

1. Enter data.
2. Click the “Save” button in the upper right portion of the menu bar at the top of the page.

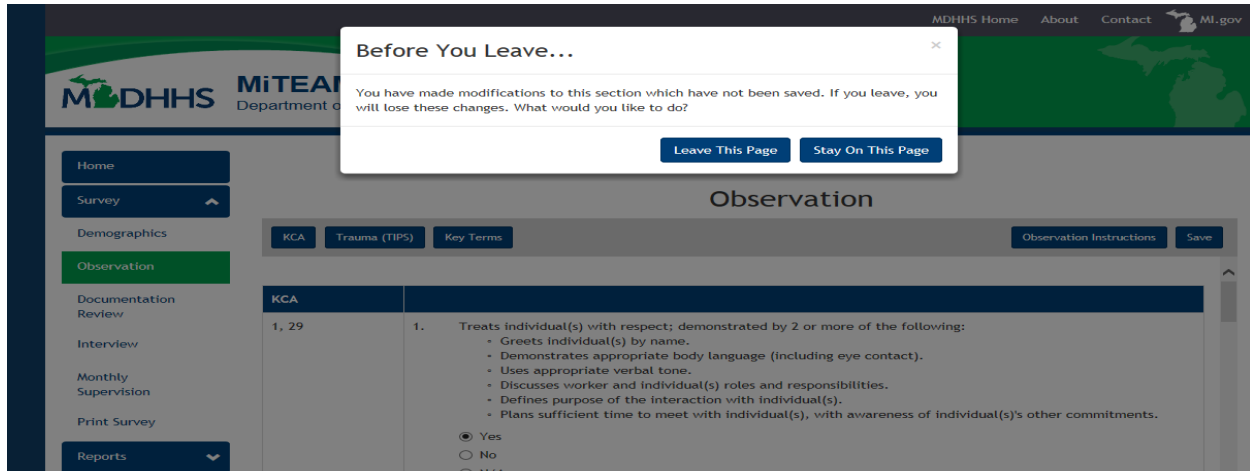
The screenshot shows the MiTEAM Fidelity web application interface. The left sidebar contains navigation links: Home, Survey, Demographics, Observation, Documentation Review, Interview, Monthly Supervision, Print Survey, and Reports. The main content area is titled 'Demographics' and includes a 'General Instructions' tab and a 'Save' button circled in red. The form fields include: County/Agency Name, MISACWIS Case ID, Case Type, Worker Name, Worker Title (CPS Investigation Worker), Individual Completing MITEAM Fidelity Tool, Supervisor, Second Reviewer, and Period of Review (Date Begun: 1/2/2018).

3. If you save but the section is incomplete, a message will appear in red alerting you. The answers that were completed will save and unanswered questions will appear highlighted in red. (See screenshots below.)

The screenshot shows the MiTEAM Fidelity web application interface for the 'Observation' section. The left sidebar is the same as the previous screenshot. The main content area is titled 'Observation' and includes tabs for KCA, Trauma (TIPS), and Key Terms. A red message box at the top states: 'Section saved but not complete. See the unanswered questions and choices below.' Below this, the 'KCA' section is visible, showing a list of questions and their corresponding answers.

This close-up screenshot focuses on the 'Observation' section, specifically the 'KCA' tab. It shows two questions, 5 and 6, which are highlighted in red. Question 5 asks: 'Helps the individual(s) identify people who are supportive, which may include, but is not limited to:'. Question 6 asks: 'Addresses reasons for reluctance to including specific team members.' Both questions have radio button options for Yes, No, and N/A. A red arrow points to the highlighted section with the text: 'Highlighted because section was saved but question is unanswered'.

4. If you try to exit the MiTEAM Fidelity Web Application, or leave a section of it, that has un-saved data, the system will alert you and ask if you want to “Leave this Page” or “Stay on this Page”.
(See screenshot below.)
 - a. Select “Stay on this Page” and complete instruction #2 to “Save.”
 - b. Select “Leave this Page” if you do not want to save data modifications,



Important Notes about saving data:

- Data that is entered but un-saved will be lost if your computer shuts down unexpectedly.
- You do not have to enter all data at once. If data is saved, you can exit the section or the entire application and the data will be there when you return.
- The MiTEAM Fidelity Web Application times out after 45 minutes. Timer resets when any function is completed. If the application is idle for 40 minutes, an alert and 5 minute countdown timer will show up warning that the application will be timed out. If you take no action, your recently modified answers will be saved but you will be logged out.

